



अखिलभारतीयआयुर्विज्ञानसंस्थान ,रायपुर) छत्तीसगढ़(
All India Institute of Medical Sciences, Raipur (Chhattisgarh)
Tatibandh, GE Road,
Raipur-492 099 (CG)
www.aiimsraipur.edu.in

ADVERTISEMENT

Advertisement for one Data entry operator-Grade A post on CONTRACTUAL BASIS for an extramural project AIIMS-RPR/IRC/EM/F/ICMR-New Delhi/2023/05 entitled “Outcome Assessment Of Indigenous Designed Patient-Specific Implant With Integrated Dental Components For Early Rehabilitation Of Oro Maxillary Defect Secondary To Post Covid-19 Rhino Maxillary Mucormycosis, A Prospective Cohort Pilot Study.” at AIIMS, RAIPUR, CHHATTISGARH.

No. AIIMS/Dent/San/EM/2023/02

Date : 4/12/2023

Applications are invited for filling up of following posts in “**Outcome Assessment Of Indigenous Designed Patient-Specific Implant With Integrated Dental Components For Early Rehabilitation Of Oro Maxillary Defect Secondary To Post Covid-19 Rhino Maxillary Mucormycosis, A Prospective Cohort Pilot Study.** “At AIIMS, Raipur, Chhattisgarh purely on contractual basis: -

S. No.	Name of Post	No. of vacancies
1	Data entry operator - Grade A	One
2	Period of contract	The post will be initially for a period of 12 months extendable up to further 24 months depending on candidates' performance.
3	Age Limit	Not Exceeding 30years as on the date of Interview
4	Consolidated Salary (per month)	@Rs 30,600 /- per month
5	Essential Educational Qualification	i. Minimum eligibility criteria: 60% marks in Graduation along with mentioned essential experience certificate. ii. Certificate/Diploma course in computer Application from a recognized institute or equivalent. iii. A speed test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on Computer.
6	Essential Experience (if required)	i. Previous work experience in research for at least 1 year

		<ul style="list-style-type: none"> ii. Good English communication skills. Good skills in reading handwritten Notes / Doctor's prescription. Basic knowledge of medical terms and terminologies. iii. Good knowledge in using Microsoft Word and Excel.
7	Job Responsibilities :-	<ul style="list-style-type: none"> i. He/she will help the investigators and RA for smooth running of the project. ii. Ensure that clinical research studies are conducted in accordance with the protocol, standard operating procedures, good clinical practice (GCP) guidelines, and other applicable regulatory requirements. iii. He/she will be required for coordinating with PI and RA at study sites at headquarters, study monitoring, for collection of data and follow up of participants in the cohort. iv. Ensure accurate data recording, reporting and entries. v. All work assigned by the PI and RA related to the project. vi. This project may require calling the patient, helping or guiding them in the hospital and follow up for any events. vii. Admission and discharge of the patient will be also the responsibility for this post.
8	How to Apply :-	<p>Candidates are requested to print and fill up the application form and submit a copy along with all the required documents for verification. The email for submission of application form and documents is- santhoshrao2023@gmail.com</p> <p>The candidates are requested to provide email id and contact number of their previous project in charge for verification of their experience certificate. It will be the responsibility of candidate to ask their previous project in charge to confirm the queries sent by us, unable to do so will make them ineligible for the post.</p>

		<p>On day of interview, eligible candidates are required to bring the duly filled application form in the attached format along with all original mark sheets and certificates in support of educational qualification and experience certificate (if any), any one original photo bearing identity card issued by any Government authority (Aadhar/PAN/Voter ID/Driving license) and one set photocopy of each document. Candidates failing to produce any of the above documents will not be allowed to appear for interview online & offline.</p> <p>Last date for filling the application form is by 11:59 pm on 19.12.2023. In case of incomplete forms, the candidates shall not be shortlisted.</p>
10.	Date and time of interview and address of the venue	The details regarding the date, time, and venue of the interview will be communicated through the AIIMS Raipur official website or sent to candidates registered email id.
11.	Reporting time:	Only those candidates who are found eligible after scrutiny of provided documents through email are requested to report at 9:00AM in Department of Dentistry OPD for document verification. Those who have not been called won't be entertained.

Selection Process :-

- i. List of eligible candidates will be mailed to candidate. No separate call letters/admit cards will be issued.
- ii. In case of large number of applications, interview may be spilled over next day or a screening test may be held, or any other criteria may be adopted as may be deemed fit to shortlist the candidates. The decision of the competent authority in this regard will be final and no correspondence whatsoever will be entertained in this connection.
- iii. Selection will be made based on performance in interview and/or written test. Written test, if conducted, will consist of multiple-choice objective questions only.

Terms and conditions of appointment:-

1. The appointment is purely on CONTRACT BASIS initially for a period of 12months with effect from the date of joining, extendable up to further 24months depending on the performance of the candidate and requirement of the project. If the contract is not extended further, the same will lapse automatically. The appointment can also be terminated at any time, on either side, by giving one month's notice or by paying one month's salary without assigning any reason or on failure to complete the period of three months to the satisfaction of the competent authority. Candidates should note that their appointment will be for the Project only and they will NOT be the employees of AIIMS Raipur.
2. No other/ additional allowances other than the consolidated salary mentioned will be admissible. The appointee shall NOT be entitled to any of the benefits available to other employees of AIIMS Raipur appointed on regular basis.
3. The appointee shall perform the duties as assigned to him/her. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowances will be admissible in case of such assignment.
4. The appointee shall not have any right or claim to appointment on regular basis in AIIMS Raipur on any post.
5. The appointee shall be on whole time appointment for the project concerned and shall not accept any other assignment paid or otherwise and shall not engage himself/herself in a private practice of any kind during the period of contract.
6. If required, the appointee may be subjected to medical examination from the competent medical board for which he/she will have before the designated medical authority.
7. No TA will be admissible for attending the interview/written test and for joining the duties in case of selection.
8. Leave entitlement of the appointee shall be governed in terms of instructions contained in DOP&Ts OM No. 12016/3/84-Estt.(L) dated 12.4.1985 as amended from time to time.
9. If any declaration given or information furnished by him/her is found to be incorrect/false or if he he/she is found to have willfully suppressed any material, information, he/she will be liable for removal from service and also such other action as may be deemed necessary by the competent authority.

10. If any candidate is found canvassing for his/her selection, he/she will be disqualified from the selection process.
11. The decision of the competent authority regarding selection of candidate will be final and no representations in this regard will be entertained.
12. Final result will be declared on the website of AIIMS Raipur, and selected candidates will be informed through email.
13. Reservation & Relaxation will be as per the GOI rules.
14. Candidates are advised to regularly visit the website of AIIMS Raipur (www.aiimsraipur.edu.in) for updates regarding this recruitment. No separate communication will be sent to the candidates regarding change in date and time of interview/written exam.

For any queries contact or write to: Dr Santhosh Rao, Additional Professor, Oral & Maxillofacial Surgery, Department of Dentistry, AIIMS Raipur, Chhattisgarh 492099. Email: santhosh@aiimsraipur.edu.in

Dr Santhosh Rao
Principal Investigator
Additional Professor
Department of Dentistry
All India Institute of Medical Sciences, Raipur

4. संपर्कविवरण / Contact Details:-

एस.टी.डी. कोडसहितफोननं./
Phone No. With STD Code

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मोबाईलनं./ Mobile No.:

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ईमेल / E-mail

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5. प्रमाणपत्र के अनुसारजन्मतिथि /

दिनांक / Date माह / Month वर्ष / Year

Date of Birth with documentary evidence

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साक्षात्कार/परीक्षाकी तिथिकोआयु

वर्ष / Year माह / Month दिन / Day

Age as on date of interview

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7. श्रेणी (अजा/अजजा/अपिव/अना.)

Category (SC/ST/OBC/UR)

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8. लिंग / Gender:

(संबंधितपरचिन्हलगाएं / Tick the relevant)-

पुरुष / Male महिला / Female

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9. Person with disability (PWD)/ विकलांगता- (Yes/No)

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10. शैक्षणिक योग्यता / Educational Qualification:-

परीक्षकानाम / Name of the Examination	विषय / विधा / विशिष्टता / Subject / Discipline / Speciality	विश्वविद्यालय / संस्थान / महाविद्यालय / University / Institute / College	पाठ्यक्रमकोपूर्ण करने की तिथि / Date of completion of course	अंतिमपरीक्षाउत्तीर्ण करनेकामाहतथावर्ष / Month & Year of Passing final examination	प्राप्तांक / Marks obtained	पाठ्यक्रम की अवधि / Duration of Course
अन्य कोई योग्यता / Any other Qualification						

11. Work Experience (if any):-

संस्थान/कार्यालय का	पद नाम	कब से /	कब तक	कार्य का प्रकार / Job responsibilities
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नाम/Name of the organisation /office	/Designation	From	/To	

सूची संलग्न करें (यदि आवश्यक हो तो) /Attach annexure (if required)

12. प्रकाशन (यदि कोई हो) /Publications(if any)

(केवल PUBMED इंडेक्स जर्नल/only PUBMED indexed journals): सूची संलग्न करें /Attach annexure

13. चयन की स्थिति में पद ग्रहण करने हेतु कितना समय आप को चाहिए /If selected what period would you require forjoining the post: _____

मैं पुष्टि करता हूं कि ऊपर दी गई जानकारी मेरे ज्ञान के अनुसार सही है। मैंने कोई जानकारी नहीं छिपाई है। मैं समझता हूं कि यदि कोई जानकारी गलत पाई जाती है, तो मैं नियमानुसारकार्रवाई के लिए उत्तरदायी रहूंगा ।

I solemnly affirm that the information furnished above is true and correct in all respects to the best of my knowledge. I have not concealed any information. I undertake that any information furnished herein if found to be incorrect or false, then I shall be liable for action as per rules in force.

Date:-

Place: -

(हस्ताक्षर /Signature of Candidate)

नाम /Name of Candidate: